

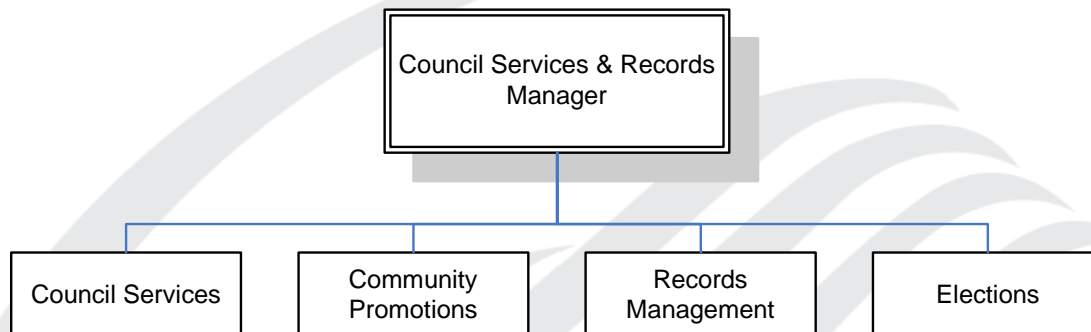
Council and Clerk Services

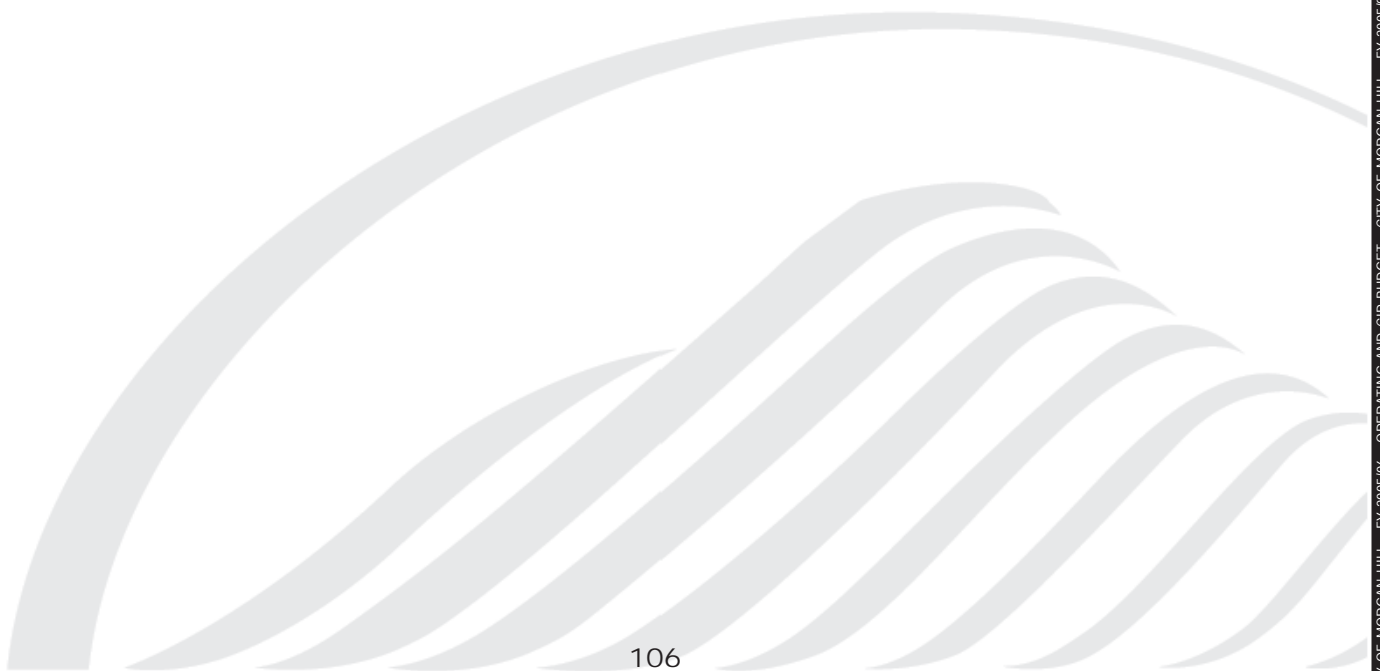
[010-1100] [010-1220] [010-2410] [010-2420]

Appropriation Summary

	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actuals	05/06 Adopted Budget
Salaries	309,306	316,350	343,589	334,508	360,578
Supplies & Services	125,677	130,165	180,024	159,093	127,040
Capital Outlay	-	-	24,341	18,111	-
Debt Services	1,321	-	-	-	-
Internal Service	73,310	100,535	62,365	64,074	66,850
Transfers Out	-	-	-	-	-
Project Expenditure	-	-	-	-	-
TOTAL BY CATEGORY	509,613	547,050	610,318	575,786	554,468

010	1100	CITY COUNCIL	177,131	213,924	204,648	196,133	207,067
010	1220	COMMUNITY PROMOTIONS	43,496	31,685	28,114	28,004	41,022
010	2410	COUNCIL SERVICES & RECORDS MGMT	239,532	237,965	277,261	266,616	258,591
010	2420	ELECTIONS	49,454	63,476	100,296	85,033	47,788
		TOTAL BY PROGRAM	509,613	547,050	610,318	575,786	554,468





[illegible]

FY 2004/05 HIGHLIGHTS

- 107

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- Reviewed and approved workplans for Council appointed Boards and Commissions.
 - Financial Policy Committee reported results of a statistical random sample of Morgan Hill voters on issues relating to a “Sustainable Budget Strategy”
 - Adopted policy of using a portion of General Fund Reserves for investments to “save or gain”
 - Community and Economic Development Committee evaluated the adopted Auto Dealership Strategy, recommended revisions and suggested a strategy for implementation
 - Participated in the Viale teacher housing project and the Courthouse groundbreaking ceremonies
 - Adopted resolution in support of Libraries (two parcel tax measures)
 - Considered changes in policies and/or procedures for “Economic Development Inhibitors”
- #### FY 2005/06 ACTIVITY GOALS
- The Financial Policy Committee to develop recommendations to be implemented after the Sustainable Budget has been achieved. Recommendations should address the use of reserves that might exceed the targeted 25% level, and should address the need to replenish reserves that might fall below the targeted 25% level

[010-1100] City Council

- Receive report on options for amending the Redevelopment Plan, including consideration of the “tax increment cap” and implementation strategies for addressing remaining blight
- The Utilities and Environment Committee to study the potential of “community aggregation” of electric power demand for the purpose of reducing the cost of electricity for Morgan Hill businesses and residents
- Evaluate the new Council committee system and be prepared to discuss recommended revisions at the 2006 goal setting retreat
- Support role of city government for the preservation of the K-12 public education system
- The Regional Planning and Transportation Committee to recommend a position for Morgan Hill to adopt on high speed rail, including alignment and station locations
- Review feasibility study and recommendations for transitioning to a coordinated and integrated system of fire and emergency medical services for South County
- Review “pros” and “cons” to becoming a Charter City
- Conduct orientation meeting(s) with the Morgan Hill Unified School District Civics classes at the beginning of each semester to explain the role of local government

FINANCIAL COMMENTS

A percentage of personnel costs are included for the Council Services and Records Manager and Clerk staff for Council-related activities. Building maintenance costs are included in the Council's budget for the Mayor's office, City Council shared office space, and Council Chambers.

The Council's budget includes funding for the following:

- Funding for the City Council's annual goal-setting session
- Funding for Membership and Dues to the League of California Cities, Peninsula Division, Santa Clara County Cities Association, National Civic League, etc.
- Funding the cost of a second community survey in connection with a year long community conversation on possible revenue measures
- Budget reductions have been made under “Supplies & Services” in the amount of \$7,127. This budget reduction impacts: telephone, supplies, photocopy, postage & freight, printing, and training and education budget line items

A portion of the costs of the City Council budget have been distributed to all departments, City-wide, as an administrative expense to more accurately reflect the costs of conducting City business.

PERFORMANCE MEASURES	FY 03/04	FY 04/05	FY 05/06
	ACTUAL	PROJ	GOAL
• Council/Redevelopment Agency Meeting Minutes produced.....	86	56	50
• Time required to draft, proof and edit Minutes for every 4-hours of meeting time	1.5 hours	1.75 hours	1.75 hours
• Total time to produce minutes	425 hours	350 hours	315 hours
• Percentage of Minutes completed without errors of fact	98%	100%	100%
• Percent of Minutes completed within 2 weeks	100%	100%	100 %

[010-1100] City Council

Acct	Description	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actual	05/06 Adopted Budget
41100	SALARIES - GENERAL	41,085	26,155	62,482	27,763	63,537
41210	SALARIES - ELECTED/APPOINTED	23,677	24,184	-	24,922	-
41270	SALARIES - PART-TIME	-	10,825	-	11,522	-
41320	SALARIES - OTHER PAYOUT	-	804	500	-	1,664
41560	UNEMPLOYMENT INSURANCE	5	638	1,645	711	1,719
41620	RETIREMENT - GENERAL	3,064	1,767	3,969	2,594	5,795
41690	DEFERRED COMPENSATION	-	1,355	1,364	938	1,418
41700	GROUP INSURANCE	18,963	19,910	13,773	11,860	16,047
41701	MEDICARE	2,399	1,957	906	1,282	921
41730	INCOME PROTECTION INS	650	733	519	449	519
41760	WORKERS COMP	1,502	1,745	2,580	1,783	2,600
41799	BENEFITS	-	595	-	399	-
<<EMPLOYEE SERVICES>>		91,344	90,668	87,738	84,223	94,220
42214	TELEPHONE	1,719	2,118	2,000	1,500	1,700
42230	SPECIAL COUNSEL	-	4,092	-	-	-
42231	CONTRACT SERVICES	2,000	13,915	30,035	28,000	28,000
42244	STATIONERY & OFFICE SUPPLIES	2,555	1,381	3,711	3,711	3,000
42245	COMPUTER HARDWARE-NON CAPITAL	-	-	1,500	1,429	-
42248	OTHER SUPPLIES	8,123	1,133	2,583	2,583	2,500
42250	ADVERTISING	584	774	1,000	1,000	1,000
42252	PHOTOCOPYING	431	2,362	3,000	1,500	2,000
42254	POSTAGE & FREIGHT	521	629	600	400	600
42257	PRINTING	1,304	729	1,500	1,500	1,300
42261	AUTO MILEAGE	-	-	300	-	-
42408	TRAINING & EDUCATION	(426)	1,560	2,000	2,000	2,000
42415	CONFERENCE & MEETINGS	6,925	8,299	7,000	5,500	6,000
42423	MEMBERSHIP & DUES	19,310	19,479	19,000	19,000	19,000
42435	SUBSCRIPTION & PUBLICATIONS	-	138	200	200	200
42531	MAINT - FURNITURE/OFFICE EQUIP	3,314	-	-	-	-
<<SUPPLIES & SERVICES>>		46,361	56,609	74,429	68,323	67,300
44994	LEASE PAYMENTS	917	-	-	-	-
<<DEBT SERVICE>>		917	-	-	-	-
45003	GENERAL LIABILITY INSURANCE	5,797	4,601	2,933	4,039	2,405
45004	BLDG MAINT SERVICES	32,712	58,567	34,959	34,959	38,092
45009	I.S. SERVICES	-	3,479	4,589	4,589	5,050
<<INTERNAL SERVICES>>		38,509	66,647	42,481	43,587	45,547
1100 - CITY COUNCIL		177,131	213,924	204,648	196,133	207,067

[010-1220] Community Promotions

ACTIVITY DESCRIPTION

This activity provides limited funding to support the City of Morgan Hill's centennial celebration only.

FY 2004/05 HIGHLIGHTS

- Conducted City Hall tours, as requested, by elementary schools, Boy/Girl Scout troops, and Future Business Leaders of America students
- Created over 180 Proclamations and Certificates of Appreciation
- Provided limited funding to the Kiwanis Club's Holiday Parade
- Co-Sponsored the Mushroom Mardi Gras community event
- Co-Sponsored Independence Day, Inc. Fourth of July Activities

FY 2005/06 ACTIVITY GOALS

- Facilitate community and organization requests to make presentations before the City Council
- Produce proclamations and certificates of recognition for Mayor and City Council, and as requested by outside agencies, staff and citizens
- Conduct City Hall tours, as requested
- Facilitate Council Members participation in community events (e.g., Fourth of July Parade, Holiday Parade)

FINANCIAL COMMENTS

Funding in the amount of \$25,000 is being recommended to facilitate centennial activity programming. The \$25,000 will come from a one-time revenue source. No funding has been included to facilitate funding requests by non profit organizations/groups.

Council Services and Records Management staff will continue to assist with requests for proclamations, city tours, and making arrangements for Council participation in community events such as the Holiday Parade and the Fourth of July parade. A small percentage of personnel costs are included for the Council Services and Records Manager and staff to support this activity.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>
<u>PERFORMANCE MEASURES</u>	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
• Proclamations Produced	190	180	150
• Staff time to coordinate/draft requests for proclamations for Council Members, staff and outside requests	1.5 hours	1.25 hours	1.25 hours
• Hours to produce all proclamations	285 hours	225 hours	188 hours
• Percentage of Proclamations completed for a particular meeting date, as requested	100%	100%	100 %

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[010-2410] Council Services & Records Management

ACTIVITY DESCRIPTION

The Council Services and Records Manager is appointed by the City Manager and serves as the City Clerk; Clerk of the Boards, Commissions and Committees; Secretary to the Redevelopment Agency Board, Financing Authority, and the Wastewater Facilities Financing Corporation; and is the Filing Officer/Official for the Fair Political Practices Commission. With the assistance of a full-time Municipal Services Assistant, the Council Services and Records Manager administers the City-wide records management program; prepares the City Council, Redevelopment Agency, Financing Authority, and the Wastewater Facilities Financing Corporation agendas and minutes; assists with Commissions/Committees Agendas and recruitment efforts; serves as City Council liaison; indexes all official and recorded documents; processes the updates for the Municipal Code; is responsible for recording documents; and serves as the Office Manager for City Administration. This office also acts as the liaison to the City of Morgan Hill-Morgan Hill Unified School District Liaison Committee. Staff provides essential cross-departmental services such as telephone and public counter reception; processes incoming and outgoing mail; purchases shared office supplies; administers the City-wide telephone system; acts as key operator to the photocopy machine; coordinates meetings for the Mayor and Council Members and related committees; is the filing official for all subpoenas, claims, and bid process; is responsible for requests for "public records;" and serves as the professional link between citizens, local governing bodies and other governmental agencies.

The City Clerk is elected by the citizenry of Morgan Hill, attends all regular and special meetings of the City Council, and prepares the minutes of said meetings. The City Clerk administers Oaths of Office to City of Morgan Hill elected/appointed officials and to City employees.

FY 2004/05 HIGHLIGHTS

- Enhanced citizen access to the City Council/Redevelopment Agency agenda packets and staff reports on the City's website; implementing and incorporating hyperlinks to individual staff reports
- Processed over 840 requests for public records
Conducted annual clean-up days; resulting in the elimination of 77 boxes (92.4) cubic feet of space freed up) of records per the City's adopted Record Retention Schedule and added 13 boxes (15.6 cubic feet)
- Planned and coordinated Patriot Day community event
- Council Services & Records Manager appointed to the Northern California City Clerk's Association Board, and staff liaison to the "Centennial Committee"
- Scanned approximately 28,200 pages of historical records
- Partnered with the United States Department of State – Passport Agency as a Passport Acceptance facility. Staff anticipates accepting/processing approximately 834 passport applications and generating at least \$25,000 in revenue in Fiscal Year 2004/05
- Upgraded the City's LaserFiche document imaging system from 5.0 to 7.0; City users receiving appropriate training on the system's use
- Standardized procedures for processing and archiving agendas and minutes for City Council, Redevelopment Agency, Council standing committees, boards, commission and committees subject to the Brown Act.

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- Scan into the City's document imaging system (LaserFiche) historical City Council staff reports filed in File Classification Numbered Boxes
- Facilitate amendment to the Municipal Code relating to terms and date/length of service to Council appointed boards, commissions and committees

- Streamline Public Records requests
- Provide on-going education and training to staff, including cross training
- Council Services and Records Manager to remain active and participate in the International Institute of Municipals Clerk, California City Clerks' Association as well as the Northern Division of the City Clerk's Association, attending conference/training opportunities to attain designation of "Master Municipal Clerk"
- Expand Passport acceptance hours to one evening per week as long as cost recovery can be achieved
- Assist the Centennial Morgan Hill Committee with planning a year long celebration of activities as the City's staff liaison to this Committee

The Council Services and Records Management Office funds the Council Services and Records Manager, Municipal Services Assistant, a full-time Office Assistant II, and a half-time Office Assistant II. Funding for these positions will be appropriated between the City Council, Community Promotions, Council Services and Records Management and the Election budgets.

Fiscal Year 2004/05 budget reductions in the amount of \$1,230 have been made in the Supplies and Services budget line items in order to meet the adopted "Budget Strategy."

The City, through the Council Services and Records Management/City Clerk's Office, continues to serve as a Passport Acceptance Facility for the U.S. Department of State Passport Services. The projected revenue has exceeded staff's revenue projections, generating at least \$25,000 in Fiscal Year 2004/05. Staff anticipates that \$22,000 in revenue can be generated in Fiscal Year 2005/06.

	FY 03/04	FY 04/05	FY 05/06
<u>PERFORMANCE MEASURES</u>	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
• Number of requests for public records	895	840	800
• Amount of time to research/copy requests for public records - within 1 day	86.7%	84.3%	85%
- within 10 days	11.8%	14.5%	14%
- over 10 days	1.5%	1.1%	1%

[010-2410] Council Services & Records Management

Acct	Description	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actual	05/06 Adopted Budget
41100	SALARIES - GENERAL	107,903	118,558	138,978	138,978	145,397
41210	SALARIES - ELECTED/APPOINTED	2,409	2,419	2,400	2,400	-
41270	SALARIES - PART-TIME	19,949	11,156	-	11,157	-
41320	SALARIES - OTHER PAYOUT	4,565	1,377	4,000	4,000	3,641
41490	OVERTIME - GENERAL	-	-	1,000	-	-
41560	UNEMPLOYMENT INSURANCE	22	416	787	450	822
41620	RETIREMENT - GENERAL	4,725	9,298	18,035	15,301	25,302
41690	DEFERRED COMPENSATION	3,247	3,035	2,455	2,677	2,553
41700	GROUP INSURANCE	13,969	18,471	22,268	15,939	17,324
41701	MEDICARE	956	1,227	2,015	1,126	2,108
41730	INCOME PROTECTION INS	2,287	2,333	1,878	1,891	1,916
41760	WORKERS COMP	3,039	5,126	5,636	951	5,824
41799	BENEFITS	1,566	1,096	-	951	-
41900	CONTRACT LABOR	4,968	-	-	-	-
<<EMPLOYEE SERVICES>>		169,605	174,511	199,452	195,821	204,887
42214	TELEPHONE	3,815	3,617	3,550	3,000	3,000
42230	SPECIAL COUNSEL	-	4,060	-	-	-
42231	CONTRACT SERVICES	15,390	12,308	15,000	15,000	15,000
42236	BANK CARD SERVICE FEES	-	-	-	20	20
42240	RENTALS - OUTSIDE	49	-	-	-	-
42244	STATIONERY & OFFICE SUPPLIES	3,177	1,532	3,000	3,000	3,000
42245	COMPUTER HARDWARE-NON CAPITAL	-	-	3,000	3,143	2,500
42248	OTHER SUPPLIES	748	507	800	800	800
42250	ADVERTISING	178	-	800	800	800
42252	PHOTOCOPYING	292	1,101	1,200	800	1,200
42254	POSTAGE & FREIGHT	995	1,239	1,200	1,200	1,200
42257	PRINTING	58	-	500	200	400
42261	AUTO MILEAGE	142	123	200	200	200
42408	TRAINING & EDUCATION	1,202	1,303	1,500	1,500	1,500
42415	CONFERENCE & MEETINGS	3,011	2,282	2,000	2,000	2,000
42423	MEMBERSHIP & DUES	385	450	600	600	600
42435	SUBSCRIPTION & PUBLICATIONS	225	727	500	300	400
42440	BOARDS & COMMISSIONS	1,196	293	-	-	-
42531	MAINT - FURNITURE/OFFICE EQUIP	4,441	407	-	-	-
<<SUPPLIES & SERVICES>>		35,304	29,950	33,850	32,563	32,620
43825	MACHINERY/EQUIPMENT	-	-	24,341	18,111	-
<<CAPITAL OUTLAY>>		-	-	24,341	18,111	-
44994	LEASE PAYMENTS	404	-	-	-	-
<<DEBT SERVICE>>		404	-	-	-	-
45003	GENERAL LIABILITY INSURANCE	3,285	2,684	1,333	1,836	1,093
45004	BLDG MAINT SERVICES	14,806	20,383	12,167	12,167	13,257
45009	I.S. SERVICES	16,128	10,437	6,118	6,118	6,734
<<INTERNAL SERVICES>>		34,219	33,504	19,618	20,121	21,084
2410 - COUNCIL SERVICES & RECORDS MGN		239,532	237,965	277,261	266,616	258,591



[010-2420] Elections

ACTIVITY DESCRIPTION

This Division is coordinated through the Office of the Council Services and Records Management. The Council Services and Records Manager serves as the Election Officer/Official for the City of Morgan Hill and is responsible for all election procedures, including all Fair Political Practices Commission Filings.

FY 2004/05 HIGHLIGHTS

- Facilitated the consolidation of the November 2, 2004 General Municipal Election with the Santa Clara County Board of Supervisors and the Registrar of Voters Office. Citizens of Morgan Hill elected a Mayor, two Council Members, a City Clerk and City Treasurer.
- Council Services and Records Manager attended the annual New Laws and Elections Seminar
- Council Services and Records Manager assisted in the timely filings of all Open Campaign Committees (Fair Political Practices Commission Semi-Annual Filings)
- Council Services and Records Manager, Municipal Services Assistant and Office Assistant II attended a Fair Political Practices Commission workshop regarding responsibilities, as the Filing Officer/Filing Official, for the filings of Conflict of Interest Codes (Form 700s)
- Processed 110 notifications and tracked related Statements of Economic Interests (Form 700 filers)/
- Coordinated and hosted a reception for Mayor, two Council Members, City Treasurer and City Clerk elected into office November 2, 2004
- Posted the May 3, 2005 Mail Ballot Measures A and B election results relating to the continuation/expansion of Library Parcel Tax on the City's webpage

FY 2005/06 ACTIVITY GOALS

- Council Services and Records Manager to attend the annual New Laws and Election seminar.
- Council Services and Records Manager to attend a Fair Political Practices Commission workshop on changes to the Political Reform Act and filing requirements.

FINANCIAL COMMENTS

General Municipal Elections are held every other year (even years). The next General Municipal Election will take place on November 7, 2006. Therefore, funding for an election is not included in the Fiscal Year 2005/06 operating budget. The Council will be conducting community outreach to discuss balancing City revenues and expenditures. Should the Council decide to proceed with a ballot measure, or should there be a citizen initiative placed on the ballot in FY 2005/06, funding to cover the cost of the election will need to come from the City's General Fund reserves.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>
<u>PERFORMANCE MEASURES</u>	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
• Number of Statement of Economic Interests filed and number of applications requested	3 (105)	110	110
• Percentage filed by deadline	100%	95%	100%
• Percentage filed late	0%	5%	0%

[010-2420] Elections

Acct	Description	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actual	05/06 Adopted Budget
41100	SALARIES - GENERAL	28,662	29,785	31,185	30,619	32,927
41320	SALARIES - OTHER PAYOUT	1,567	573	300	700	1,232
41560	UNEMPLOYMENT INSURANCE	3	44	114	66	120
41620	RETIREMENT - GENERAL	276	1,382	3,238	2,831	4,896
41690	DEFERRED COMPENSATION	1,249	1,115	1,091	1,004	1,135
41700	GROUP INSURANCE	2,396	3,093	4,078	2,776	3,312
41701	MEDICARE	53	128	452	119	477
41730	INCOME PROTECTION INS	491	548	368	446	375
41760	WORKERS COMP	666	933	1,262	1,157	1,319
41799	BENEFITS	602	486	-	427	-
	<<EMPLOYEE SERVICES>>	35,964	38,087	42,088	40,145	45,793
42214	TELEPHONE	444	400	400	400	400
42231	CONTRACT SERVICES	12,061	23,760	55,000	43,113	-
42244	STATIONERY & OFFICE SUPPLIES	38	153	100	50	50
42245	COMPUTER HARDWARE-NON CAPITAL	-	-	750	437	-
42248	OTHER SUPPLIES	-	29	-	-	-
42250	ADVERTISING	45	130	400	125	150
42252	PHOTOCOPYING	-	170	225	100	100
42254	POSTAGE & FREIGHT	8	-	20	20	20
42257	PRINTING	42	-	100	100	100
42415	CONFERENCE & MEETINGS	368	369	1,000	250	1,000
42435	SUBSCRIPTION & PUBLICATIONS	-	70	-	-	-
	<<SUPPLIES & SERVICES>>	13,006	25,082	57,995	44,595	1,820
45003	GENERAL LIABILITY INSURANCE	484	307	213	293	175
	<<INTERNAL SERVICES>>	484	307	213	293	175
	2420 - ELECTIONS	49,454	63,476	100,296	85,033	47,788